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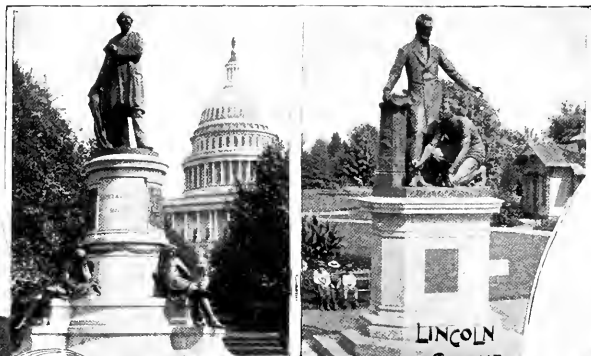


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GARFIELD
STATUE
with Capitol
in the
background

LINCOLN
STATUE



JACKSON
STATUE
with the
WHITE HOUSE & WASHINGTON
MONUMENT in the background



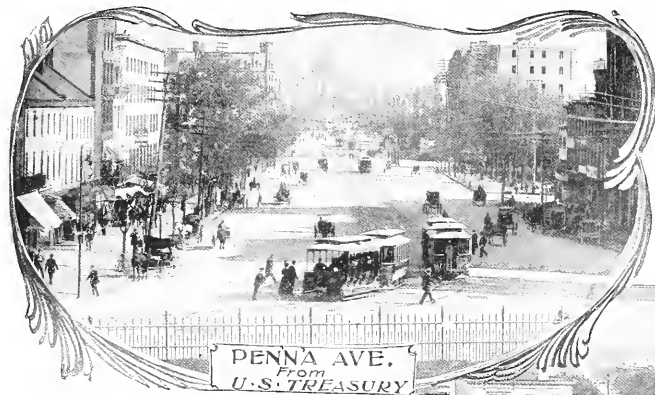
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PENNA AVE.
From
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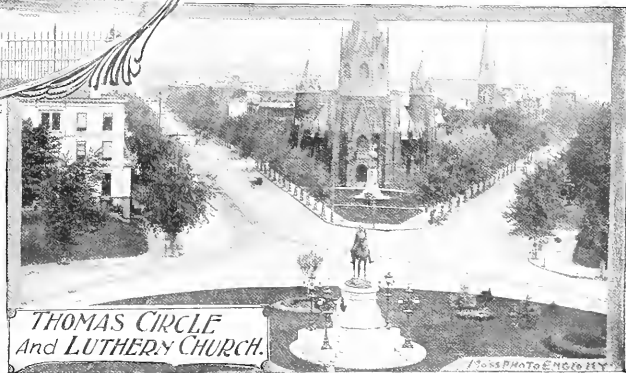
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Washington.**

In this ANNOUNCEMENT we give seven pages of illustrations showing different views of the National Capital, which is the pride of every patriotic American.

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The page showing Mount Vernon, the Soldiers' Home, and Arlington needs a word of explanation, as they are really not in Washington, but its environments.

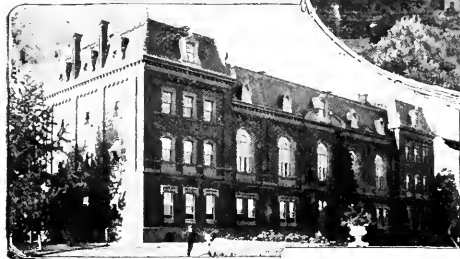
The page shows Mount Vernon, the old home of Washington, on the west bank of the Potomac, about sixteen miles below the City; Arlington, separated from the city by the Potomac, formerly the home of General Lee, but now the National Cemetery for ex-Union soldiers and sailors; and the Soldiers' Home with its hundreds of acres of beautiful grounds located two miles north of the city.



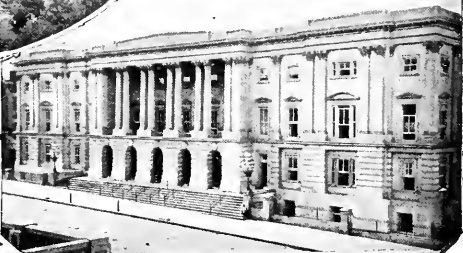
THOMAS CIRCLE
And LUTHERY CHURCH.

1708 PHOTO ENGRAVING

SMITHSONIAN
INSTITUTE
AND
NATIONAL
MUSEUM
Showing the Capitol
in the distance.



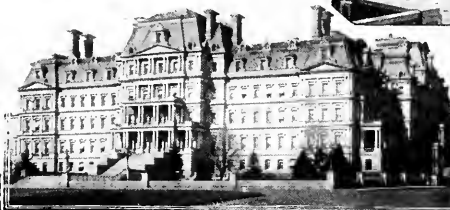
AGRICULTURAL DEPT



POST OFFICE DEPT



STATE
WAR



NAVY
DEPT

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NATIONAL CORRESPONDENCE INSTITUTE, DEPARTMENT OF CIVIL SERVICE EXAMINATIONS,

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This Announcement is devoted to the interests of the

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Member of Washington Bar and Bar of Supreme Court of United States.

C. BARNWELL ROBINSON, V. S.,

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CARROLL D. JUDSON, LL. B.,

Member Washington Bar and formerly Special Examiner, U. S. Pension Office.

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The Key to the Situation.

This paragraph should be read first in order to get an idea of our object in sending out this Announcement. Our object is to give you a general idea of the Civil Service Commission (and the local boards throughout the United States under its control), to acquaint you with its method of conducting examinations, the manner in which



positions are filled, and the positions that are under its control. While we do not attempt to give details, we hope that a careful perusal of this pamphlet will be found of value in making intelligible a very complex and seldom understood subject. Very few persons, *even Members of Congress*, thoroughly understand the methods and rules of the Commission, and the advice of well-informed public men is often disastrously misleading. We also desire to call your attention to our methods of assisting persons to pass the examinations and thereby secure appointments.

It would require a book fifty times the size of this to give *all the details* of the Government service, such as all the positions, salaries of each, the subjects of examinations, tables showing the number of appointments to the different positions from the different States and the hundreds of offices throughout the country, the multiplicity of rules of the Commission and the law governing all classes of cases. We give,

therefore, only a general outline, which we have tried to make so plain as to be readily understood.

By the "Classified Service" is meant all **The Classified Service.** Government positions, appointment to which must be made from a list of those who have passed an examination given by the Civil Service Commission or some Local Board under the direction of the Commission.

A Chance For All.

By the sweeping orders of May 6, and Nov. 2, 1896, **President Cleveland added 27,563 places to the classified service.** He has extended the service so as to cover 64 Internal Revenue Offices; the Government Printing Office—3,000 employés; the pension offices in the different States—600 clerks; the firemen, engineers and assistants in the Departments; 450 additional positions in the Agricultural Department; 100 Geological experts, certain classes of skilled workmen, and many other miscellaneous positions.

The Postal Service was greatly extended, and this was followed by extensions in the Indian Service. The last great extension of the classified service revises the entire service and changes it from seven branches to five greater branches, including the former seven and adding thousands of new places.

The Effect of the Recent Extensions.

These extensions are the most important since the inauguration of the system more than a decade ago. They took effect immediately. Their practical extent was the classification of all Government employés below the rank of those subject to nomination by the President and confirmation by the Senate and above the grades of unskilled laborers or workmen, with a

few exceptions.

The new rules add 32,000 positions to the classified list, *increasing the number of classified positions to 87,107.* The number of places which are excepted from examination has been reduced from 2,099 to 775, being mainly positions as cashiers in the customs, postal and internal revenue services, a few confidential clerks and Indians employed in minor capacities in the Indian service.

Almost all the positions in Washington which have hitherto been excepted are now included in the competitive list. The only positions in Washington which will be excepted from examination under the new rules will be private secretaries or confidential clerks (not exceeding two) to the President and to the head of each of the eight executive departments.

No positions will hereafter be subject to non-competitive examination, except in the case of Indians employed in a teaching capacity in the Indian service.

The revision of the rules divides the executive civil service into five branches, viz.: the **DEPARTMENTAL, CUSTOM HOUSE, POST OFFICE, GOVERNMENT PRINTING and INTERNAL REVENUE SERVICES.**

In the **DEPARTMENTAL SERVICE** are classified all officers and employés, except persons merely employed as laborers or workmen, and persons who have been nominated for confirmation by the Senate, who are serving in or on detail from the executive departments, commissioners and officers in the

District of Columbia, the railway mail service, Indian service, all pension agencies, steamboat inspection service, marine hospital service, light-house service, all mints and assay offices, revenue cutter service, force employed under custodians of public buildings, several sub-treasuries, engineer department at large and the ordnance department at large.

Employees outside of the District of Columbia not employed in any of these capacities are also classified in the departmental service, as follows: Those serving in clerical capacity, watchman or messenger, physician, hospital steward or nurse, or whose duties are of a medical nature; draftsman, civil engineer, steam engineer, electrical engineer, computer or fireman; superintendent of construction, superintendent of repair, or foreman in the Supervising Architect's office, and those in the service of the Treasury Department in any capacity, those employed in the Department of Justice under the annual appropriation for the investigation of official acts, records and accounts of officers of the courts, and all officers and employees in the penitentiary service who are by law subject to classification.

In the **CUSTOM HOUSE SERVICE** are classified all officers and employees in any custom district *whose employees number as many as five* (increasing the number of offices to 79), except persons merely employed as laborers or workmen, and persons who have been nominated for confirmation by the Senate.

In the **POST OFFICE SERVICE** are classified all officers and employees in any free delivery post office, except persons merely employed as laborers or workmen, and persons who have been nominated for confirmation by the Senate.

In the **INTERNAL REVENUE SERVICE** are classified all officers and employees in any internal revenue district except persons merely employed as laborers or workmen and persons who have been nominated for confirmation by the Senate.

President McKinley's Order.

Amendment to Civil Service Rule II: "No removal shall be made from any position subject to competitive examination except for just cause and upon written charges filed with the head of the department or other appointing officer, and of which the accused shall have full notice and an opportunity to make defense."

He also amended Rule III so as to include within the classified service the employees of all custom house offices *without regard to the number of employees*. Hitherto the classification embraced customs offices where the number of employees was five or more. This order brings into the classified service sixty-five hitherto unclassified customs offices.

The President of the Civil Service Commission, referring to this order, said that "the friends of Civil Service reform everywhere could congratulate themselves on this most important advance of the cause."—[From the *Washington Post*, July 29, 1897.]

Consular Service.

The President's order prescribing the examination of consuls who receive a compensation of more than \$1,000 and less than \$2,500 will apply to 196 offices, of which 175 are salaried and 21 fee offices.

These examinations are *not* under the control of the Civil Service Commission, but are conducted by a board of Examiners who are officials of the State Department. *The applicant must secure the consent of the President of the United States before being permitted to take the examination.* It is practically a method of making a selection from a number of applicants on the basis of merit. Examinations will not be held on any regular dates, but as required.

The Internal Revenue Service.

Examinations for the classified Internal Revenue Service are now held for the positions of deputy collector, clerk, gauger, storekeeper, storekeeper and gauger combined, and messenger. Applicants are examined as to their relative capacity and fitness. There is but one grade of examination, viz.:

CLERK—STOREKEEPER—GAUGER, the subjects of which are Spelling, Arithmetic, Penmanship, Copying, Letter Writing and Elementary Physics pertaining to gauging. (This last subject is one on which every applicant should have some special instruction. It is quite technical in its character. See our "Elementary Physics pertaining to Gauging," on page 24.)

The Government Printing Service.

The Government Printing Office has been classified and all the positions are included except Public Printer and unskilled laborers. The Civil Service Commission will now examine applicants for the positions of compositor, pressman, bookbinder, stereotyper, electrotypist, etc., and for such minor positions as feeder, helper, folder, sewer, counter, numberer, gatherer, etc., in the Government Printing Office. There are six regular examinations for positions in this service: compositor, pressman, bookbinder, stereotyper, electrotypist and skilled laborer.

Men only will be certified for the position of pressman, bookbinder, stereotyper and electrotypist; but both men and women for the positions of compositor and skilled laborer. Persons who pass the skilled laborer examination become eligible to such minor positions as feeder, helper, folder, sewer, counter, numberer, gatherer, etc.



The subjects of the compositor examination are as follows: (1) Spelling; (2) Arithmetic; (3) Letter-writing; (4) Penmanship; (5) Copying from plain copy; (6) Practical questions. Copying from rough draft is an additional subject required and is rated high. The first five subjects all together count 8, while copying from rough draft counts 4.



The subjects of the pressman, bookbinder, stereotyper, electrotypist, and skilled laborer examinations are as follows: (1) Orthography; (2) Penmanship; (3) Copying from plain copy; (4) Letter-writing; (5) Arithmetic.

Applicants for the position of compositor, pressman, bookbinder, stereotyper or electrotypist will not be admitted to examination unless they have had five years' experience in the particular trade in which they desire to be employed, three years of which must have been rendered as an apprentice, and one year as a journeyman.

You should have us prepare you particularly for the compositor examination and give you some work on the practical part of the same. This consists of (a) copying rough draft; (b) correction of proof; (c) construction of tables; (d) abbreviations. Many good printers have already failed on the above practical test. It is different from the work done in printing offices generally.

By the U. S. Civil Service Commission and the local boards under its control is meant **What the Commission is.** the officers who have charge of the examinations. Some people claim that it is put-

ting too much power into the hands of a few men. This is unfair, and they claim it because they do not know how little power the Commission has. The Commission is no more than a body of clerks who formulate questions, conduct examinations, mark the papers according to certain rules, and see that the civil service law is not violated. The papers are, after being graded, open to the inspection of the person examined (or his "authorized agent"), and there is no chance for any unfairness. The names of the persons examined are entered on the register in the order of their standing. When a vacancy occurs in any department or branch of the service, the Head of the Department or the Appointing Officer calls for the names of three persons and **the Commission must send the names and examination papers of the three highest on the list** (they have no discretion in the matter), and the Appointing Officer **MUST** select one of the three. The choice being indicated, the appointment is made, and the two remaining names returned to the Register to await the next call. Thus you see *the Commission has no more to say about an appointment or dismissal of any person than a clerk in any of the other departments or an entire outsider. They can do applicants no good, neither can they do them the slightest harm. All claims to the contrary are, therefore, misrepresentations.*

Political

Influence. influence is, therefore, worthless. The only chance for it would be in selecting one of the three highest whose application blank and examination papers are sent, but there is nothing in them to show the politics, religion or even the color of the eligibles.

The Different Examinations.

Some of the positions, the examination for which we can prepare you, are as follows:

DEPARTMENTAL SERVICE.—General Clerkship (Clerk); Special Examiner (Pension

Office); Assistant Examiner (Patent Office); State Department Clerk; Book-keeper; Stenographer; Typewriter; Languages; Topographic and Mechanical Drafting; all Fish Commission examinations; Meat Inspector; Tagger and Stock Examiner; Engineer and Machinist; Watchman, Messenger, Messenger Boy, etc., etc.

NOTE.—The examination for Post Office Inspector has been discontinued by the Commission. There is no examination for Secret Service or Government Detective.

CUSTOMS SERVICE.—Clerk—Day Inspector; Assistant Weigher—Messenger; Watchman—Inspectress. The latter includes the following positions, viz.: *Watchman, Night Inspector, Opener and Packer, Inspectress, Foreman, Janitor, Porter, Attendant and Boatman.*

POSTAL SERVICE.—Clerk—Carrier.

RAILWAY MAIL SERVICE.—Clerk.

INDIAN SERVICE.—Supt. and Principal Teacher, Teacher (Advanced Primary and Primary), Matron, Physician, Teacher of Industries, Industrial Teacher, Farmer, Nurse and Seamstress.

INTERNAL REVENUE SERVICE.—Clerk, Storekeeper—Gauger. This examination is for the following positions, viz.: Clerk, Gauger, Storekeeper and Storekeeper—Gauger (Storekeeper and Gauger combined), Deputy Collector, Messenger. See page 7.

GOVERNMENT PRINTING OFFICE.—Compositor, Pressman, Book-binder, Stereotyper and Electrotyper, Skilled Laborer. The last examination is for the position of *feeder, helper, folder, sewer, counter, numberer, gatherer, etc.* See page 7.

NOTE.—A radical change has been made in the relative weights of subjects and of comparative weights of what is now known as the **Basis** examination and the **AUXILIARY** examination.

The Basis examination is divided into *three grades*: the first, the most difficult; the third, the easiest; and the second, intermediate. The Basis examination is confined to the English branches. The Auxiliary examination is that which is taken in addition to the Basis to test the practical skill of the applicant. Want of space forbids further explanation here.

We can prepare you for any examination given by the Civil Service Commission. Our instructors are *specialists* and masters of every subject given in any examination in any

of the five branches of the Government service. (Railway Mail and Indian Services are now included in the Departmental Service.) **We know the scope of all the examinations.**

NOTE.—Examinations of a technical or scientific character are held only when vacancies exist. No definite information as to the subjects or salaries of such examinations can be given before the vacancies actually exist, as the examinations must be adapted to the exact character of the work to be done. The following is a list of such positions: *Computer, botanist, chemist, astronomer, architectural draftsman, civil engineer, nautical expert, microscopist, ornithologist, editorial clerk, anatomist, climatologist, pomologist, entomologist, horticulturist, vegetable pathologist, forestry clerk, photographer, librarian and bibliographer, chart corrector, cartographic draftsman and mechanical engineer, copyist of mechanical drawings, electrician, supervisor of Indian Schools, day school inspector, assayer, positions in the steamboat inspection service, marine hospital service, life saving service, revenue cutter service, light-house service, etc.*



When and Where Held. Examinations are held in different parts of all States and Territories. (See "*Schedule of Examinations*," inclosed.) After taking the examination, if the applicant's grade is 70 per cent. or more, his name is entered on the "eligible list," and he is so notified. After *taking* one examination the appli-

cant is not eligible to another for one year. One may as well fail as pass at a low grade, for in neither case will one secure an appointment.

Who Cannot Take Examinations.

No person is eligible to an examination—

1. Who is not a citizen of the United States;
2. Who is not within the age limitations prescribed for the examinations for which he applies (see "age limits");



3. Who is physically disqualified for the service which he seeks;

4. Who is addicted to the habitual use of intoxicating beverages to excess;

5. Who is at the time he applies an applicant or an eligible for another branch of the service;

6. Who is enlisted in the Army or Navy, and has not secured permission for his examination from the head of the department under which he is enlisted;

7. Who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application;

8. Who, within one year, has taken the same kind of an examination for which he wishes again to apply;

9. Who has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or who has been guilty of crime, or infamous or notoriously disgraceful conduct;

10. Applicants for the Railway Mail Service must be at least 5 feet 4 inches tall, and weigh at least 125 pounds. In the Post Offices of some of the largest cities the height and weight requirements of the Railway Mail Service have been applied to the positions of Clerk and Carrier.

Age Limits.

The following table gives the age limitations as amended for all branches of the service:

| | Mini- mum. | Maxi- mum. |
|--|---------------|---------------|
| <i>Departmental Service:</i> | | |
| Page, messenger boy, apprentice or student..... | 14 | 20 |
| Printer's assistant and messenger..... | 18 | No limit. |
| Positions in the Railway Mail Service..... | 18 | 35 |
| Internes and hospital stewards in the Marine Hospital Service, and acting second assistant engineer in the Revenue Cutter Service..... | 21 | 30 |
| Cadet in the Revenue Cutter Service, and aid in the Coast and Geodetic Survey..... | 18 | 25 |
| Surfman in the Life-Saving Service..... | 18 | 45 |
| Superintendent, physician, supervisor, day school inspector, and disciplinarian in the Indian Service; inspector and assistant inspector of hulls, and inspector and assistant inspector of boilers in the Steamboat Inspection Service..... | 25 | 55 |
| All other positions..... | 20 | No limit. |
| <i>Custom-House Service:</i> | | |
| All positions..... | 20 | No limit. |
| <i>Post-Office Service:</i> | | |
| Letter carrier..... | 21 | 40 |
| All other positions..... | 18 | No limit. |
| <i>Government Printing Service:</i> | | |
| All positions (male)..... | 21 | No limit. |
| All positions (female)..... | 18 | No limit. |
| <i>Internal-Revenue Service:</i> | | |
| All positions..... | 21 | No limit. |

(The age limitations shall not apply in the case of the wife of the superintendent of an Indian school who applies for examination for the position of teacher or matron.)

Any person honorably discharged from the military or naval service of the United States by reason of disability resulting from wounds or sickness incurred in the line of duty may be examined without regard to his age.

"Uncle Sam" is a good paymaster. He pays the highest wages, pays regularly, and his employes are not affected by "hard times."

When one enrolls with us we submit a list of examinations for different positions, with the salaries paid in each class. To give a general idea of salaries, however, we give a few classes

that they may be compared with salaries paid in other occupations. Remember that all *these positions are for life*—or so long as the employé is not guilty of bad conduct or inefficiency. Appointment as clerk is ordinarily made at \$900 or \$1,000 per annum. Those appointed as clerks are then eligible to promotion to \$2,000. Special Examiners (Pension Office), at \$1,300; Fourth Assistant Examiners (Patent Office), at \$1,200. These are eligible to promotion to as high as \$2,500 per annum. Salaries for other positions in the Departmental Service are similar to the few above.

For the Indian service, superintendents and principal teachers receive from \$720 to \$1,700; teachers, \$500 to \$1,200; matron, \$450 to \$720; kindergarten teacher, nurse, farmer, etc., \$600; physicians, \$720 to \$1,200; room, fuel and light are furnished free.

Clerks in Railway Mail Service are appointed at \$800 per annum, with promotion to \$1,800.

The salaries paid in the Postal, Customs, and Internal Revenue services vary with the different offices. Want of space forbids a list which would embrace nearly one thousand offices. Inquire of the office in which you desire appointment, for salaries paid.

Salaries in the Government Printing Office vary with the character of the work done. Compositors receive \$3.20 per day, pressmen \$4 and bookbinders \$3.20. An effort is being made to have the salaries for all the trades made at the rate of \$4 per day. Skilled laborers receive from \$35 to \$50 per month.

Prospect of Appointment.

[EXTRACTS FROM PAMPHLET OF THE CIVIL SERVICE COMMISSION.]

"Departmental Service.—Entrance to the service is usually in the lowest grades, the higher grades being filled generally by promotion. The chances of promotion vary so much in the different Departments that no special information on the subject can be given. The usual entrance grade is at \$900. The supply of male eligibles in stenography and typewriting is barely equal to the demand.

"The appointments from the North Atlantic and North Central States are chiefly made from the special registers.

"The number of women appointed to the service during the last year and a half from the clerk-copyist register was only six. A woman must make a grade of about 90 per cent. in order to have much chance of appointment from the clerk-copyist registers, and in typewriting only those women who pass at a grade above 88 per cent. have a good chance of appointment.

"Railway Mail Service.—As the number of persons examined for the Railway Mail Service is far in excess of the number appointed, only those who stand high on the register have any chance of being certified. Eligibles, except from the States and Territories of small population, who have grades below 88 have little prospect of appointment." (About 700 appointments made yearly, and a *high grade* must be made.)

"Indian Service.—Places of superintendent are usually filled by the promotion of teachers. The chances of appointment as teachers, particularly of women, and as matrons, are very good, as the supply of eligibles is sometimes not equal to the demand. Few calls are made for physicians, and it is necessary to have a grade above 85 to have a good chance of appointment."

Customs Service.—The total number of appointments made for the year ending June 30, 1896 (the last statistics published, and does not include the extensions to the service made by ex-President Cleveland and President McKinley), were 460. This includes 889 non-excepted places, of which 75 were reinstatements. Of those appointed from competitive examination, 55 were clerks, 69 day inspectors, 26 night inspectors, 4 samplers, 35 messengers, 49 assistant weighers, 17 watchmen, 32 openers and packers, 14 examiners, etc.

The number appointed at some of the larger offices are as follows: Baltimore, 9; Boston, 25; Burlington, 11; Detroit, 11; New York, 160; Philadelphia, 30; San Francisco, 22.



Postal Service.—This includes Clerks, Carriers and Messengers in all the classified post offices. The total number of appointments given for year ending June 30, 1896—the last published to January 1, 1898—was 3,148. The larger the office the better the chance for appointment—to those who are at the head of the list.

Internal Revenue Service and Government Printing Office.—The chances for appointment in the Internal Revenue Service and the Government Printing Office are of course very good owing to the recent classification. It has been difficult to obtain sufficient eligibles to fill the vacancies.

has been particularly difficult for the Government Printing Office. It has been necessary to hold extra examinations and advertise for applicants. The chances for appointment will possibly never be as good again as they are now.

NOTE.—The Internal Revenue Service and the Government Printing Office have so lately been classified that no recent statistics can be given at present.

The total number of appointments to the five branches of the Government service for the last eight years is as follows: 3,781; 5,182; 5,395; 3,961; 4,291; 4,701; 4,793; 5,086. No official figures since June, 1896. **1897 and 1898 will show a big increase**, owing to the addition of 30,000 positions to the classified service.

"It is Difficult to get an Appointment." The Civil Service Commission says: "*The time of examination is NOT CONSIDERED in making certifications, as the highest in grade on the register must be certified first, although they may not have been the first examined. Each applicant by his examination decides his own standing, and hence his own chances of an early appointment.*"

On account of there being several thousands who pass the examination each year, the idea prevails among persons not acquainted with the Civil Service rules and regulations, that there is a very slight chance of appointment. Many persons think that all those who pass must be appointed before those examined at a later date. This is an erroneous impression, as every one who passes is eligible to appointment on that examination for only one year. Again, if there were *ten thousand* on the rolls and eligible to appointment and the highest grade was 91.5, you would be the first to be certified if you were to make a grade of 91.6, irrespective of the time you were examined. (See "Extracts from Students' Letters," for early appointments.)

We agree, on payment of the Enrollment Fee, to take you in charge, to advise and instruct you within a limit of five years *without further compensation* until you secure a position in the Government service. As soon as we receive the Enrollment Fee, and the

inclosed application blank properly signed, we mail you a list of the kinds of examinations from which a selection is to be made. You fill our "Information blank," which will be inclosed, and from that we can tell whether you are fitted for the kind of examination you desire, and whether it is possible for us to prepare you for that particular examination so that you may be successful. Often we find a person has selected an examination which will lead to a branch of the service paying lower salaries than some other which requires an examination less difficult. In this matter alone our experience and knowledge of the Government service enables us to assist our patrons to that branch of the service which will, in a few years, mean a difference of thousands of dollars to them. Having decided on the kind of examination, we begin a complete course of instruction.

Course of Instruction.

We originated all our methods and were the first to instruct for Civil Service examinations by mail. The plan consists of a series of examinations, *special and general work*. The first is our "Trial" examination, and from it we discover your weak points. Next follows our *special instructions to fit each individual case* and general work. Along with this are our "Test" examinations, which are to represent the work as it will be done in the examination by the Civil Service Commission. In all our "Trial" and "Test" work we send complete lists of questions for the particular examination for which we are preparing you. The questions are taken from lists which have been used by the Commission, and will cover the whole scope of their questions. The papers are marked and graded by us according to the rules of the Commission and returned to you. This plan is pursued until you become *thoroughly acquainted and accustomed to the requirements of the examiners and the Commission*. We also note all of the most common errors, and in this way give you a general preparation. The strong point about our instruction is

that it is *individual*, it **points out your errors and shows you how to improve.** This cannot be accomplished by *unguided* study of books or by any form of general instructions that are for all alike. You do not know what *you should know* or there would be no necessity for study. Heretofore the only way for an applicant to get any information was by *taking an examination*, but now we can prepare him in advance, giving **him the same experience he would derive from a score of examinations.** Possibly not one in a thousand gets a position on the first examination, and a very few after taking the second examination. More receive appointments after the third trial, and so on. This proves that their success in getting a grade high enough for appointment came from the experience acquired in taking the examinations and "picking up" as best they could the technical requirements of the Commission. The delay between examinations is one year, and any one will readily see the great saving in time, the improved chances of being appointed and the *salary which might be earned in the meantime* by taking our course. As it is to our interest, in order to get our commission, to assist you to a good paying position, *we keep you thoroughly posted, advise and help you in every honest way until you by your own efforts alone secure an appointment.*

We are the Originators. We revise our work often and are **continually improving** it. No effort or expense is being spared to make it as near perfect as it can possibly be made. **We are the originators and we are determined to be the best always.** Our students are our best advertisements! Read what they say!

Time Required. The time required to complete our course varies with the aptitude and previous educational advantages of each individual and the amount of time devoted to the work each week. The usual time is from four to twelve weeks, a few hours'

work each week. The time required depends on the time devoted to the work, previous education and the aptitude of the student. We never consent to any one's taking an examination until we are satisfied with the preparation, without regard to the time that has been taken. Work fast or slow, as it suits you. We can give you the work as fast as you can take it.

Postal Service.

Our work for the postal service, the CLERK-CARRIER EXAMINATION, is exceptionally good. The subjects are: Spelling, Penmanship, Copying, Letter-writing, Arithmetic, U. S. Geography, and Reading Addresses. (The subject, Local Delivery, has been discontinued.) The first five subjects constitute what is now known as the basis examination. Each subject is given a "relative weight" and an average is found for the "basis." Geography and Reading Addresses each has a weight equal to the "basis," or, in other words, each of the last two subjects has a weight *equal to the first five combined.* Our work on Geography is so thorough that few of our students make less than a perfect grade—our best students always make a perfect grade on this subject. For practice in "Reading Addresses," we have sets of cards similar to those used by the Civil Service Commission, and our method of work on that subject is exactly as used by the Commission. They are written by different persons, and give the greatest variety of handwritings and addresses. A few of these drills make a wonderful improvement, and are really a necessity to one preparing for examination. Our work on the other subjects is also very thorough. *Our work well done insures a high grade and appointment.*

Railway Mail Service.

The subjects of examination are: Spelling, Penmanship, Copying, Letter-writing, Arithmetic, Geography of the United States, Railway Systems and Reading Addresses. The subjects most important in R. M. S. examination are the last two. The subjects of the examinations

are not all of equal importance. The first five subjects constitute, according to the new rules, the "basis examination" of the second grade. The general average of the basis examination is given a relative weight of 2, and Geography, Railway Systems and Reading Addresses are given a weight of 1 each. To find the general average for the whole examination, the general average on the basis is multiplied by 2, the grade on Geography, Railway Systems and Reading Addresses each by 1, and the sum of the product is divided by the sum of the relative weights, which is 5. Notice the importance of the last

three subjects. Our work on these subjects—Geography, Railway Systems and Reading Addresses, is excellent. Our work in Railway Systems—a subject difficult to study alone—is interesting as well as invaluable. A good grade is assured if our work is done as directed. The work for "Reading Addresses" is the same as explained for the Postal Service. Our work in Geography covers the entire scope of the examinations, and our students seldom make less than a grade of 100. Our best students never do. No such drill can be had except with us.

We are the originators, and have poor imitators. A poor grade on the last two subjects, even with high grades on the first six, means a low average and *no appointment*.

Our work, well done, on copying, insures a grade of 100 in examination. We cover every point that may arise. Our work on Letter-Writing is equally thorough. (*See extracts from the letters of our students.*)



We Do Not Tell All,

But the above will give you some idea of our method. Our work for all other branches of the service is just as thorough and complete as the explanation given for the Postal and Railway Mail Services. With our first instructions we send a *list of all the examinations, giving subjects of same, salaries for the different positions, chances of appointment, etc.* This information in this shape can not be had from any other source. There is nothing else like it in print. *It was compiled expressly for our use, contains much original matter, and is copyrighted.*

When Our Work Ceases.

Our work does not cease with one or even two examinations. Instructions cease only at expiration of the five-year period or when a position is secured, and there is no charge made before that time except the Enrollment Fee. We will prepare you for one or as many examinations within that period without further cost than the Enrollment Fee which is paid at first, as is necessary for you to get an appointment. It is to our interest to have you so well prepared that you will make a grade sufficiently high on the first examination to secure an appointment.

Confidential.

Our work in this department is *confidential*, so far as we are concerned. Those enrolled are at liberty to so announce themselves, but we receive a *special request* from some not to let the fact be known that they are preparing for an examination. The reason is a good one and perfectly proper. If they pass at a high grade and are appointed they want all the glory, and they do not want their friends (their enemies) to say it was because they received instruction to prepare for the examination. Very few persons want any one to know they have taken the examination until they learn they have passed at a high grade or have received an appointment.

Our Rates. The only charge we make before appointment is the ENROLLMENT FEE. When an appointment has been secured, we make an additional charge of three per cent. of the first year's salary, *minus the original enrollment fee.* Thus, if one is appointed at \$1,000 per annum, our charge would be \$30 for commission less the enrollment fee, paid at first, and the balance is to be paid after appointment, out of the first month's salary, and **no further charge is ever made.** (See "Rates of Enrollment" enclosed. If lost, write for another.)

We Treat We have placed our rates at the lowest possible figure, and in justice to those who **All Alike.** have enrolled in the regular way and complied with all our requirements, **we will not accept persons on any other terms.**

Promotions. We charge our commission on the original appointment only and the promotions afterward received are not subject to any charge. We advise and assist those whom we originally instructed to secure promotions, or transfers to other Departments, but for all such help we make no charge. The good words spoken by them in our behalf more than repay us for our time and trouble.

The MERIT SYSTEM now in force places the highest salaries within the reach of all. These positions, that are gained through examinations, are for life, or so long as the conduct of the employé is satisfactory. (See President McKinley's order.)

Occasionally we receive letters from persons who wish to enroll on the plan of "no position, no pay." They seem to forget that this is nor an "Employment Bureau" where all that is to be done is to write the name on a Register and have some one call and select it. They lose sight of the fact that we give them a course of study *the same* as they would receive in any school and that it is in itself beneficial. We have

received offers of \$500 after a position was secured, if we would give our course of instructions on the above plan. We refuse all such offers, for the persons making them are, doubtless, unreliable. If we would work on the "no position, no pay" principle we could have 50,000 people to prepare each year. Everybody would want to try it, but we would be very foolish to assume *all the risk.* We must have some guarantee from those we instruct. They must be **interested.**

Such as Think Suppose we should prepare you for an examination and give you a course of instructions that would last a year or more, and you **We Should** would conclude that you did not care to take **Do So,** the examination, that you had secured other employment and did not want a position, or **Consider This :** you should die, *what would we get for all the work we have done?* Any one who is in earnest and wants to take our course can, if he has not the money himself, find some friend who will advance the small amount of the Enrollment Fee for him. *If his friends cannot trust him, we surely will not.* **Our installment plans are within the possibilities of all.**

The desire for the success of all enrolled **It's Mutual.** is mutual. They pay the Enrollment Fee as a guarantee of good work, and we put them through a course of special instructions, which we would not do for the amount paid at first, had we not the chance to get our commission when the appointment is secured and one month's salary has been earned. Our work is not done in all cases when one examination has been taken (as some fail to do themselves justice in examination through nervousness, when their work with us has been excellent). *That is our risk.* For that reason we are careful in accepting persons for enrollment, and we have never accepted any one with whom we have not had some correspondence or whose name has not been sent us by some reliable person and competent judge who recommends each one as such a person as we would desire. If our students do not

succeed readily it is our loss. Is it any wonder we are careful in accepting, and do everything in our power to have each one

IN THE
CUSTOM-
HOUSE



succeed on the first examination? We also act as the "authorized agent" of each one we enroll, and see, when necessary, by the examination of his papers after they have been marked by the Commission that no error has been committed nor injustice done. When we find that a grade is not correct we ask the Commission for a regrading, and according to their rules they grant it. Mistakes are sometimes made in grading the papers and it is important that corrections should be made. *A slight increase is very important.*

Do we Guarantee a Position?

We positively do not guarantee positions. The Civil Service Commission has the filling of positions, and no political or other "influence" can cause any deviation from the open and honest way in which positions are filled by the Commission. This gives to every citizen an equal chance of appointment. The only way to get a position in the Classified Service is to pass the examination with a grade good enough to place your name among the highest on the list. (See heading: "What the Commission is," page 8.) While we do not guarantee a position *we do guarantee* to do our best to place you at the head of the list. This position if reached is equivalent to an appointment. *It is to our interest to do this.*

If we could *guarantee* positions we could easily get \$500 or more for doing so. Positions that pay from \$720 to \$1,800 per

annum and that can be held a lifetime are not so easily secured. Persons on salaries at \$50 per month would gladly give \$500 to secure a position for life at \$75 with promotion to \$150 per month for *twelve months in the year*—one of which is given for vacation and thirty days more allowed, if required, for sickness.

Our Enrollment Fee is required as an evidence of good faith and a guarantee to do good, conscientious work on the part of the student and in many cases does not cover the actual cost of instruction. By *helping persons to secure these positions*, which are given to the persons making the highest grade in competitive examinations, our profit is made.

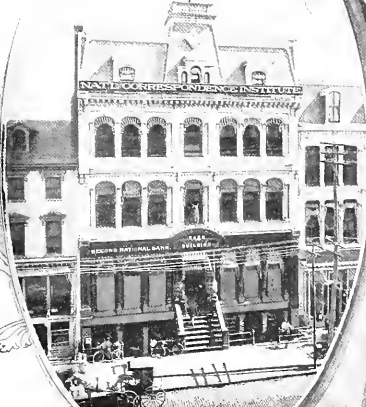
Who Will Not Be Accepted.

1. No person whose moral character is not such as is required by the United States Civil Service Commission need apply for instruction through this INSTITUTE. 2. Persons who are barred from examinations (see heading: "*Who can not take examinations*," page 10). 3. We will not enroll any one who does not possess a good common-school education. *This is positive.* Our instruction in this department is addressed to those who already have a good English education, and we can enable intelligent persons of this sort to secure a higher grade in the Government examinations than a college professor can secure without our help. It is not that a person knows a great amount, but that he *knows the right thing*, that enables him to get a high grade and an appointment. If you have not at least a good common-school education you need not consider this further until you have. Should any one state falsely in this regard, we reserve the right to refund the enrollment fee and drop such person from our list. We have too many good applicants to accept those for whom there is but slight probability of appointment. If you are doubtful about your education write to us for advice. **WE WANT ONLY THOSE WHOM WE CAN HELP TO POSITIONS.** To deal with others would be to our mutual disadvantage.

OUR HOME.

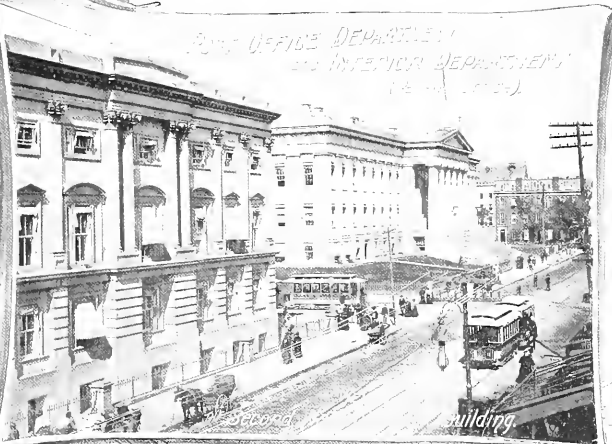
OUR NEIGHBORS

SECOND NATIONAL BANK BUILDING



View from
Post Office Department

POST OFFICE DEPARTMENT
AND INTERIOR DEPARTMENT
(1874-1875)



Second Building

Seeing is Believing

As there are so many "Correspondence Colleges," "Civil Service Schools," and "Preparation Schools"—that exist only on paper—advertising, pretending to be what they are not, and deceiving people who have not the means of investigating them, we—in justice to ourselves and by way of contrast—have had half-tone plates made from photographs, and herewith submit some interior Views of the Offices of the National Correspondence Institute, Second National Bank Building, opposite Post Office Department, Washington, D. C.

Below we give a part of an article, with complete heading, as it appeared in the September number of the *INVENTIVE AGE*. Two views not given were used.

THE NATIONAL CORRESPONDENCE INSTITUTE.

A Successful School. — A Review of their Business Methods and Plan of Teaching. — With Interior Views.

A description of Washington's correspondence college, the National Correspondence Institute, located on Seventh street in the Second National Bank building, opposite the Post Office Department, is of undoubted interest. This institution has attracted much attention in all parts of the country and, as it claims to have originated something, it was the business of the *INVENTIVE AGE* to inquire into it. A representative of the *AGE* called at the Institute and found so much matter of interest, that the result of his investigations is published somewhat at length for the benefit of our readers.

The reporter found the manager, Mr. McKinley, in his office, and was received by him cordially and offered every facility for collecting full and accurate information.

Mr. McKinley accompanied our reporter through the different offices of the Institute and explained everything. What would most naturally have attracted the attention of every visitor at first sight was the large rooms, with high ceilings, well lighted and ventilated, handsomely furnished with capacious desks and tables and revolving chairs, connected by a complete system of interior telephones, having general telephone exchange and provided with electric bells and fans, and heated in the winter by steam.

The reception room adjoins the business office, where the accounts, bookkeeping and financial matters of the concern are looked after. On the same floor is the stock room, with great piles of stationery, reams of printed blanks and forms, and copying machines. It is here that the instructions prepared by the professors and put into typewritten letters in another department are copied and assorted for the students in the different classes. This matter is taken from the stock room to the mailing room on the same floor, where it is enveloped, directed, stamped and put in the mail bags.

On another floor, in two long, wide rooms, extending back the entire depth of the building, and occupying the whole space, over fifty clerks and typewriters were engaged in the work of correspondence. From the time the Fall season opens until June, this number of employees will be double what it is now. On this floor the mails are received, letters opened and distributed to the proper sections. All letters relating to business proper are sent to the business office; all questions from students relating to the respective studies are sent to one section to be answered; all finished work sent in by students is sent to another section to be corrected, graded and returned with the necessary explanations. It is here, too, that catalogues, announcements, notices, and circulars are prepared and correspondence carried on with prospective students. The views here given were taken when the employees were all out for lunch, and gives a view—not a very good one—of the rooms as they appeared at that time, and not fixed up for effect.

The system of index cards, to which Mr. McKinley called the attention of our reporter, is the key to the arrangement and classification of all correspondence.

After investigating our methods, the *INVENTIVE AGE*, in the same issue, has this to say, editorially:

After a careful investigation of the business methods of The National Correspondence Institute and mode of teaching, the *INVENTIVE AGE* is pleased to announce that we are satisfied that this school is in every way thoroughly reliable.

AS TO OUR RELIABILITY—We have permission to refer to the following banks of this city—where we are best known, viz: National Capital Bank, Second National Bank, Capital Trust Company.

It was originated by the manager himself, and copyrighted, and is used by this Institute as its exclusive property.

The National Correspondence Institute is not a "Civil Service School" or "Civil Service Institute," but an incorporated educational institution, consisting of seven departments, viz: Bookkeeping and Business Shorthand and Typewriting, Science, Journalism, Drafting, Civil Engineering, and Civil Service examinations.

Instruction by correspondence dates its origin from the plan of "university extension" which originated in England. It is nothing new and requires no special mention. Mr. McKinley was the first to model and adapt this plan to preparing candidates for civil service examinations. This was something novel and original, a stroke of inventive fertility and skill, for which he is entitled to the sole credit. This plan he began to use five years ago and has been improving and perfecting it ever since, and whenever experience and practical tests have shown that a change or an addition would be an improvement, it has been adopted. By this means the preparation of candidates for civil service examinations has kept abreast with the very latest and best educational methods.

The Institute prepares candidates for more than fifty different kinds of civil service examinations and prepares them in the best possible manner. The professors who furnish the instruction are all specialists of distinction in their respective departments, and those who teach the technical branches are not only theoretical scholars but have been engaged in practical work, both under government and in private employment.

Did the Institute have any imitators?

Mr. McKinley said "yes;" but the Institute has been in business more years than they had months, and hundreds of students whom the Institute had prepared were now in the government service. He referred to five years' dealing with business men and bankers of the city, and to all whom he had ever referred as a guarantee of reliability.

After returning to the manager's office, the reporter was shown a large number of educational and religious journals of national reputation endorsing the high character of the Institute. He was shown, also, thousands of letters from students expressing not only their appreciation of the value of the instructions they had received, but also their gratitude for the interest taken in their individual progress; he glanced over quite a number which he pulled from the stacks, and the tone and tenor were the same in all.

One important point noted was the individual character of the instruction. It is one thing to prepare and send out instructions to hundreds of students; it is quite another thing to meet the wants of each individual student by answering his letters personally and removing all the special difficulties which arise in his particular case, while pursuing a regular course of study. It requires time, experience, labor, skill, a sufficient force, and all backed by means to keep things moving, in order to do it, and the reputation and success of the Institute shows that it is possessed of these, and has dealt honestly with the public. (The remaining part of the article is devoted to our method of instruction, which is explained fully in our circulars.)

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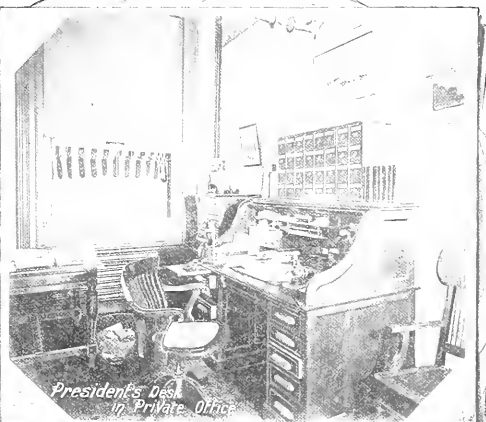
AS TO OUR WORK—We refer to the extracts from Students' letters given in our circulars and certified to by well-known and responsible men.

No one can know the value of work so well as those who have done the work.

NATIONAL CORRESPONDENCE INSTITUTE, Washington D.C.

INTERIOR
VIEWS
OF OFFICES.

MANAGER'S OFFICES.



President's Desk
in Private Office

NATIONAL CORRESPONDENCE INSTITUTE, Washington D.C.

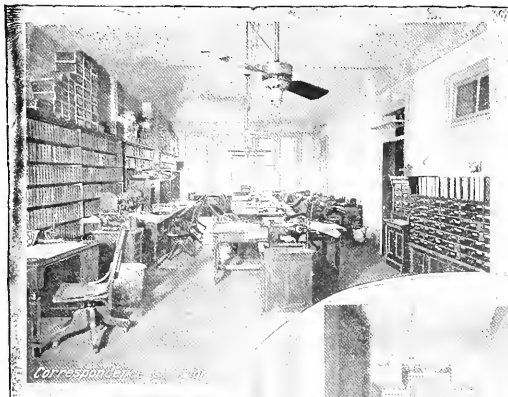
INTERIOR VIEWS OF OFFICES.



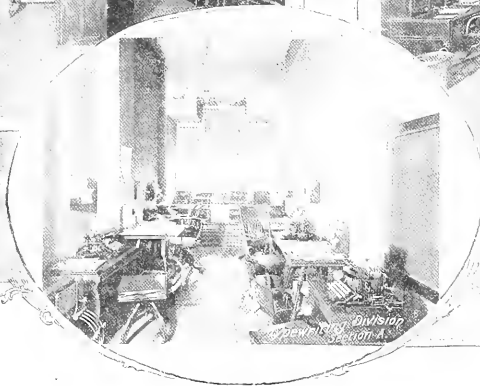
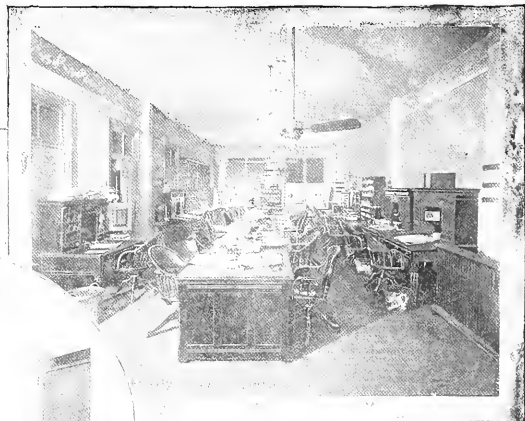
MANAGER'S OFFICES

NATIONAL CORRESPONDENCE INSTITUTE, Washington D.C.

INTERIOR
VIEWS
OF OFFICES



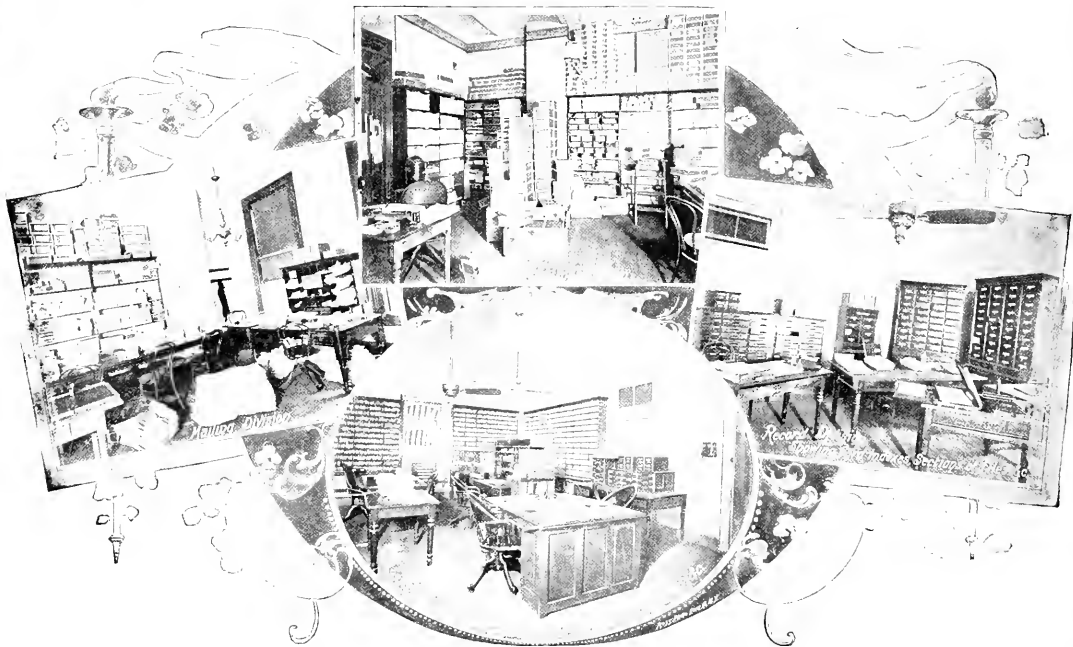
Correspondence



occupied Exclusively
BY
INSTRUCTORS, STENOGRAPHERS,
TYPEWRITERS AND CLERKS.
OF THE
National Correspondence Institute.

NATIONAL CORRESPONDENCE INSTITUTE, Washington D.C.

INTERIOR
VIEWS
OF OFFICES.



SIZE OF ORIGINAL SHEET, 8 1/2 x 11 INCHES

SET C

ASSISTANT'S SHEET

Set F No. 3.

Set G No. 12

Set H-No. 14

Sct B-No. 18.

張

To be filled out by Student:

IMPORTANT. Return the Cards at once.
 Return this sheet with your next work or in a separate Envelope.
 Be sure to follow all instructions. Don't GUESS at anything.

DO NOT SEND THIS SHEET WITH THE CARDS

This method of instruction was ORIGINATED by the National Correspondence Institute, and has been prepared at the expense of much time, labor, and money. The cards are copyrighted. Our students get the benefit of all this FREE OF COST.

Our Method

WE are the originators of the application of correspondence teaching to the preparation of applicants for Civil Service examinations. We have had five years' experience of this work, and our plan has been not only to keep pace with the Civil Service Commission in its frequent changes of scope and character of examinations, but also to improve our methods of instruction as our experience showed us where any change could be made advantageously. To give you an example of our method you will see the illustration herewith, which is greatly reduced, of sample pages from our special pamphlet for applicants for the Internal Revenue Examinations. In the Summer of 1896 the Civil Service Commission very properly added the subjects of "Special Arithmetic and Elementary Physics pertaining to Gauging" to the examinations for the Internal Revenue Service. In accordance with our regular procedure in preparing our students for examinations, we provide them with whatever literature they may need, either by naming publications which will answer their purpose, or, when there is nothing adequate in print, by originating (or collating the matter ourselves. In this case, there

was nothing in print which covered the added subjects of the examination in such a compass as to be available for applicants for this examination. We therefore called on our Department of Science to make certain investigations and to prepare a complete and comprehensive explanation of these subjects, for which our Department of Drafting furnished original illustrations. The result was the pamphlet from which the above pages were taken and which has been printed and copyrighted, and cannot be had elsewhere. This pamphlet includes the special arithmetic needed in this examination, as well as the elementary physics required. The value of this pamphlet is attested by numbers of our students who tell us that it furnished *just the matter needed* for the examination, and gave in a few pages what they were not able to find in hundreds of pages of the leading text books (see extracts from students' letters). We desire to impress the fact that this is not the only instance of our preparing matter exactly adapted to the needs of our students, but is given only to illustrate so far our regular procedure. "EVERYTHING THE BEST" is our motto.

SPECIMEN PAGES



WHAT IS THOUGHT OF OUR ELEMENTARY PHYSICS PERTAINING TO GAUGING AND SPECIAL ARITHMETIC BY GOVERNMENT OFFICIALS.



Extract from a letter of W. Clyburn, Jr., of Camden, S. C., Sept. 22, 1897.

The Board, consisting of Deputy Collector Little and a Mr. Porcher, came in and called for our cards and any books, etc., we might have relating to the examination. I handed in my card and the little pamphlet you sent me on Gauging. My name and address was on its back. In order to call Mr. Porcher's attention to the pamphlet I asked him to remind me to get it before I left. Later, while filling out my declaration sheet I saw him reading through it. He punched the collector and they both read and smiled over at me. When I handed in my declaration sheet Mr. Porcher wanted to know where I had the good luck to get such a good book. I showed him your address which he took down. **The Collector said: "Mr. Clyburn, it is the best of its kind I have ever seen. Hold on to it for you will need it in the service."**

THE CORRESPONDENCE IN FULL.

(1)

NATIONAL CORRESPONDENCE INSTITUTE,
DEPARTMENT OF CIVIL SERVICE EXAMINATIONS,
Washington, D. C., December 9, 1897.

DEAR SIR:—We received a letter from you containing a report of the examination some time ago, in which you gave what we considered and what we denominated a "special compliment." We are unable to quote this extract from your letter in its most effective form without using the names you have used. I therefore write to ask permission to print this extract and give your name and address in connection with the extract from your letter. Enclosing a stamped envelope, we beg to be favored with an early reply.

Very truly yours,

NATIONAL CORRESPONDENCE INSTITUTE,
J. W. MCKINLEY, Manager.

MR. W. CLYBURN, JR., Camden, S. C.

(3)

NATIONAL CORRESPONDENCE INSTITUTE,
DEPARTMENT OF CIVIL SERVICE EXAMINATIONS,
Washington, D. C., Dec. 16, 1897.

DEAR SIR:—We are in receipt of yours of the 11th instant, in which you say that you would cheerfully give your consent to our using your name and address and that we may publish the extract provided the gentlemen whose names are given do not object. We do not see that there is anything for them to object to, and enclose herewith a copy of what we wish to print. We want to use this to show that men who are posted in such matters realize that this work on Elementary Physics Pertaining to Gauging is of great value. We have a number of letters from students, saying that in these few pages they received more valuable instruction than in hundreds of pages in other books—in fact, much of it that was of value they were unable to find in any book. Kindly let me know about this at once.

Very truly yours,

NATIONAL CORRESPONDENCE INSTITUTE,
J. W. MCKINLEY, Manager.

MR. W. CLYBURN, JR., Camden, S. C.

(2)

J. W. MCKINLEY, ESQ.,
Washington, D. C.

CAMDEN, S. C., December 11, 1897.

DEAR SIR: I have your favor of the 9th inst. In reply will say I cheerfully give my consent for you to use my name and address, and if you are confident that the gentlemen, whose names I used, will not object you may publish the extract. I met these gentlemen for the first time on the day of the examination. They were very kind and courteous to me and I do not wish to forfeit their good will.

It is a pleasure to me to speak up for your Institute and I trust what I have said will be of service to you.

With my kindest regards, I am,

Yours sincerely,

W. CLYBURN, JR.

P. S. I will be pleased to have a copy of the extract you wish to publish.

(4)

J. W. MCKINLEY, ESQ., Washington, D. C.

CAMDEN, S. C., Dec. 17, 1897.

DEAR SIR:—I have your last favor with copy of extract as requested. I do not see anything for the gentlemen whose names I used, to object to, so you may publish it.

Sincerely yours,

W. CLYBURN, JR.

(5)

NATIONAL CORRESPONDENCE INSTITUTE,
DEPARTMENT OF CIVIL SERVICE EXAMINATIONS,
Washington, D. C., Dec. 20, 1897.

DEAR SIR:—We are in receipt of yours of the 17th inst., giving us permission to publish the extract from your former letter, giving your name, etc., and we thank you for your kindness.

Very truly yours,

NATIONAL CORRESPONDENCE INSTITUTE,
J. W. MCKINLEY, Manager.

MR. W. CLYBURN, JR., Camden, S. C.

Do You Want a Position?

If so, you must take the examination, and no effort should be spared to be prepared in the most thorough manner—equipped with all the instruction you can possibly get which would tend to place you nearer the head of the list, as it may be the opportunity of a lifetime. There is no use in taking the examination if you can get only an average standing. Many persons of fair talent have been upon the eligible list for years, having frequently “passed” the examination, but have never been appointed, nor at all near appointment—the *head of the list*. Of those who will be selected from the first examinations in the States this year a very large percentage will be those who have taken our course, and we are safe in assuming that the remainder will be those who have taken several examinations before, and thereby gained in *part* the information which we give to our students.

What Examination to Select.

We prepare persons for more than fifty examinations. When one enrolls with us we submit to him a list of positions for which examinations are held, giving the salaries, subjects of examination and chances of appointment in each. This information has been gathered from many sources at a cost of much time, labor and personal investigation. *There is nothing else like it in print.* (It has been copyrighted by us.) We also send our Information Blank, which when filled out gives us the necessary data from which we can determine whether his selection has been the best. *Without all this information it is impossible for us to advise any one about the examination to take.* Much depends on age, size, educational qualifications, previous occupation, geographical location, etc., and as these are scarcely ever the same with any two individuals, we cannot give any general rules for selecting an examination. **We make each case special.**

Are the Examinations Easy?

for positions paying only average salaries, and where there is practically no chance for appointment. All these things must be taken into consideration.

One of the most important parts of our work is assisting those enrolled to make wise selections as to the examination. We keep posted, and those enrolled with us get the benefit of our experience and knowledge in this special line.

The Commission Can Not, But We Can.

We beg to call attention to the following, issued by the Civil Service Commission: “The Commission can not undertake to answer inquiries as to *vacancies in the service, duties, salaries, prospects of appointment or promotion*, or as to the *course of preparation* applicants should follow.” **All these things are answered by us for those enrolled in the National Correspondence Institute.**

They *could* do it, of course, but they *will not*, as it would take ten times the force of clerks they now have. It would be unfair for the Commission to advise one and not all on any

Some are easy, and some are very difficult. Scarcely any two are in any way alike. Some of the easiest are for positions paying good salaries and there is a good chance for appointment. Some of the most difficult are



of these points. For that reason the only information the Commission gives is printed and given to all alike. We have every facility that they themselves have for obtaining this information, and we *can* and *do* give this information to all enrolled with us. What the Commission "can not undertake" to tell you is **just what is the most important to know.**

What We Do Not Claim.

We do not claim "special facilities for information which can not be procured direct from the Commission," and the public is cautioned to beware of persons and institutions making such claims. In assisting our students to get appointments we do nothing that is not honorable. The value of our work is not "information" but *instruction*. We have never asked for, nor would we accept, any information that did not come **direct from and with the consent of the Commission. Persons claiming to get information that they should not have are frauds.**

Beware of Frauds.

We are the *originators* of Correspondence Instruction as applied to Civil Service Examinations. By hard work, honest methods, a novel, interesting and successful plan of instruction, we have been able to assist in placing our students in all branches of the Government service. We, therefore, with malice toward none of our younger rivals and imitators, advise the public to investigate thoroughly and be well satisfied before giving patronage to those whose claims "stamp them as fraudulent." Write to our bank references. Read what our members say. **We make no "claims"—the results speak, and "claims" are not necessary.**

What Our Students Say.

These letters tell the story. Can we benefit you? It stands to reason that we can benefit you if we have been of benefit to others. It is easy to make "**claims**" for anything, but to show the proof is quite a different matter. **Judge of our work by the results.**

Our students embrace members of all trades and professions—college presidents, county school superintendents, clergymen, bank cashiers, clerks, mechanics, farmers, etc.

About Testimonials.

Testimonials are easy to get, but there are different kinds. A testimonial from an irresponsible party is worse than none, for it shows that good testimonials cannot be had. Testimonials are sometimes given in exchange for some consideration. We heard of a "school" not a thousand miles from here that proposed to get persons to testify to the excellence of the instruction who *had never received any instruction*. The names and addresses would be given as "an evidence of good faith." Persons who would write to the parties would never receive an answer or the parties would be consistent by re-asserting that which was untrue in the first instance. How then are persons at a distance (which always happens to be the case) to know whether "testimonials" are of value?

We give no "testimonials," as our students tell the story, and we give the *only complete and satisfactory assurance* that can be given that our instruction is what we claim for it. Our method of doing this is *original*. You never saw it given as we give it, before we commenced it.

Why We Give Extracts from Letters.

Our reasons for giving extracts from the letters of students are briefly as follows:

1. We can give a great many more in the same space.
2. The vanity of the student is not appealed to. Sometimes there are persons who want to see their "names in print," and are glad to write a letter full of flattery to have it published.

Sensible people who see it imagine that what is said in the letter is really true.

3. Our extracts are *honest expressions* taken from letters in the usual course of our correspondence and instruction. The writers of them have no idea of their ever appearing in print.

4. The letters are all confidential and concerning their studies, and not written with any idea of their being published.

5. The extracts are all examined, compared with the letters from which they are taken, and these facts are certified to by prominent, well-known and responsible men.

6. Persons who have any doubt as to their genuineness can write to their Representative in Congress or to any one in this city and have an inquiry made as to the standing of the men who have certified to the extracts or to call on us and make the examination for themselves. The letters are all numbered, on file, and can be produced on a moment's notice. We will gladly grant the opportunity to any one.

7. By investigating in this way one letter will be sufficient. If we gave the names and addresses of the writers of 150 "testimonials" it would necessitate your writing 150 letters to ascertain the genuineness of them.

Our \$100 Offer.

We will give \$100 to any one who can prove that we have ever requested a "testimonial" from one of our students, have ever asked any one of them to tell us how they were pleased with our work, or have ever asked *any other question*, the answer to which we could quote as an extract complimentary to our work or institution. As all our work is by correspondence, it will be an easy matter to produce such a letter, if one exists. The production of the letter will be considered as satisfactory proof.

Extracts from Students' Letters.

The extracts on this and the following pages have been selected from hundreds of others in order to give the greatest variety of expressions, and arranged as nearly as possible in groups under appropriate headings. The letters from which they have been taken are on a variety of subjects. Some are about their instructions, others about the examination the writers have taken, others about their appointments, etc., etc.

Our work is confidential, and we assure all whom we enroll that their names will not be published at any time without special permission.

See Certificate of Hon. Alphonso Hart, Page 31, to the genuineness of the following :

Volunteer to Recommend Us.

1290. The price of your enrollment fee is very small compared with the instructions I received. You may use my name and refer to me. Thanking you very much for your attention in my behalf, * * *

825. It will be a pleasure to me to recommend your Institute to any of my friends or acquaintances seeking positions in Government service.

990. I can recommend you to anybody and it is just as I saw in one of your testimonials—"If I never get a position, I will never regret the paltry sum and the time spent."

760. I will heartily recommend your institution to anybody who asks me about it. If it had not been for your instructions my grade would have been below 60. (His grade was 89.55, and he was appointed in 30 days.)

522. I will say, I am pleased with your course of instructions and think you very *thorough and painstaking* in your work. I am glad to acknowledge much benefit from my study with you and can heartily recommend your course to any one desiring special instruction along this line.

726. Please send circulars and information to the following addresses: * * * I have told them of your institution and recommended you as I think you deserve. I am under great obligations to you for your instructions to me.

91. I have been much pleased with the work of the Institute, and benefited intellectually as well, and do not regret my outlay. Further, I assure you it will be my pleasure to advance the interests of your Institute by hearty recommendation should the opportunity of so doing ever occur, as I feel that the thorough course of instruction furnished, merits the same; and the fulfillment of every promise made by you assures me that any one having dealings with you would be with gentlemen whose line of conduct is governed by strictly honorable principles.

We Have Permission of the Banks we give as References.

Volunteer to Recommend Us—Continued.

363. I want to continue to take your instructions, and if necessary I could heartily recommend them to the public as being on the "right track," as nearly every question given me was something bordering on some question you had drilled me on before.

171. The questions and sums were about the same I have been doing for the Institute, and I then realized what a great help your teaching was to me. I shall not fail to recommend it to any person who is desirous of taking an examination.

819. I can safely estimate your instructions helped me 20 per cent. and I am trying to induce my friends to take the course.

963. Will do all I can in securing you members as I feel sure I would never have passed the examination had it not been for your instructions.

1075. Permit me to add that I am very well pleased with your system and if ever a favorable opportunity presents itself, I shall consider it a pleasure and a duty to recommend you.

765. I am willing at any time in the future whether I get a position or not to send personal recommendation of your Institute to anyone, if you should wish it.

289. I am pleased with the grade made in examination, which is due to your excellent course of instructions, and I will be pleased to recommend the National Correspondence Institute to any person who desires to take an examination.

71. I am more than satisfied with your course, and if I can ever induce any one to take it I will surely send them to you.

148. If you so wish you may refer any one to me to endorse your mode of instruction, as I know it to be the very thing for any one intending to take the Civil Service examination.

(Permission has been secured to give the names and addresses of the writers of any of the preceding to any one who may request it. Many of the writers of the above extracts have already been appointed to the Government Service.)

"Wish I Had Enrolled Sooner."

1276. I am sorry that I did not enroll much earlier than I did, for I would have been better posted. I think the instruction is a great help.

1285. I only wish I had enrolled sooner.

1257. I am quite sure your instructions increased my general average, whatever it may be, at least 20 per cent. and I only regret that I did not know of your Institute sooner.

745. I only wish I had started sooner and I am sure I would have done better.

102. I can conscientiously say that I have appreciated your work very much, and have only one regret, and that is that I did not become acquainted with you sooner.

Railway Mail and Post Office Examinations.

786. Thanks to your drill in U. S. geography, I was about perfect in that subject. Your cards for practice on reading addresses proved of inestimable value to me in the examination.

1222. I think your questions in the geography are not to be excelled.

1188. I excelled all others in the reading addresses, which was very gratifying to me, I can assure you, and was the fruit of your drills in that line.

218. I am very well pleased with the work, and the transportation work is excellent.

462. (From report of the examination.) * * * My grade in transportation is higher than I expected, which is due to your valuable instructions.

557. Your work on the different subjects has been a great benefit to me, especially geography and reading addresses, and I hereby take this opportunity of thanking you for the same.

448. The questions in geography and arithmetic were exactly in line with the instructions you have been giving me.

35. I was greatly benefited by the aid I received from you and am sure I did better work than I otherwise would have done. The "Tests" in arithmetic were similar to the ones you had me do.

1006. Practice in handling the cards for the reading addresses is almost as good as practice in reading.

899. I feel without your help I would not have been in the fight at all. Your R. R. questions were just what I needed.

1278. I wish to state that I have received more than my money's worth from you in reading addresses alone.

Postal Service—Applicants, Read This.

311. The work on Geography and Local Delivery is alone worth the Enrollment Fee. You are at liberty to refer any applicant in New York or vicinity to me. (Local Delivery questions are no longer required in the examination.)

"Just What I Expected."

(See Illustration, "At the Examination.")

379. I found the work most identical with that which I had been doing for you.

672. Your course of instruction, without doubt, increased my grade from 15 to 20 per cent. I could not help but note the similarity of your work and that of the actual examination. Everything we were required to do seemed familiar to me.

421. I now fully realize the importance of your system of careful instruction for these examinations and can see the disadvantages under which one would labor who had not received the drilling similar to that which is given by your institution and learned from experience.

As to Our Reliability—See Our Bank References on Page 5.

“Just What I Expected.”—Continued.

713. The examination was easy, though it would have been hard without your course of study.

58. The directions for doing the work were easily followed after your instructions. I think my grade will be at least 8 per cent. higher than it would have been without your instruction.

9. I found everything just as you represented it to be, and thank you for your assistance.

43. Since the examinations I have had more confidence in your instructions than ever. At the examination I could see how all of your instructions were beneficial to me.

76. I found in examination that what help you had given was invaluable.

266. Thanks to your instructions, I found myself so well prepared for my examination this morning, that I finished the work in $3\frac{1}{2}$ hours.

393. I found the examination to be just what you gave me in training.

153. The work you gave me I found to be similar to that I had in examination, and I must say you helped me at least 20 per cent. in the examination.

1068. The problems were about the same as I have been having from you excepting that they were not so difficult.



Opinions—Variety of Expressions.

836. I am delighted with your plan of work. It is what I have wanted for a long time—to write on method and have it criticized.

957. I am highly pleased with the instructions I have received. It would be folly for any one to attempt to succeed in a Civil Service Examination without your assistance.

972. I would have been left had it not been for your help. That I know. I assure you I appreciate your help very much.

943. The work that we had to do was all about the same as you gave us all along, and I am certainly indebted to you for what success I may attain. I would not have been anywhere near successful without your help. I am sure that no one need be afraid to take the examination before the Commission after having taken one of your regular courses of study.

994. I have no doubt but what your instructions have benefited me to the amount of 15 per cent. on the examination. By taking your instructions it gives a person a general idea of about what he has to do, and saves time by not having to read all the instructions given on each sheet by the examiners. The questions and problems were all along the line of your instructions.

905. I am very much obliged to you for the interest you take in me. The instructions I have received from you I know have been a great help to me in my examination. I found them to be exactly as you told me.

935. Your lessons were of great assistance to me, as they gave me more confidence in myself.

109. Your work has been a wonderful help to me, and without it I am sure I would have made a very poor showing.

458. I will say that I am more than satisfied with the work and instruction I have received from you. You could not do any more.

638. The lessons that I have had from Washington were ample (if I had only given them the time and work that I ought) to have landed me very near the century mark.

158. I am delighted with your system and instructions. Do not see why a person should fail if the instructions are followed and a little time given the work.

295. You have done all you agreed to do and more.

938. The method employed by you is excellent. Was talking with a Brother S. of V. last night and he said that he thought that the work done by you was the best to be had, and possibly he may take it up.

876. I do not think that my grade will be as good as it ought to be considering all help and instructions which were received from you.

1230. In all my work I could see the good the Institute course had done me, and I feel that you have done exactly as you agreed to when I started. Thanking you for the great assistance I received by your method, * * *

1180. I found your instructions very helpful indeed and I am sure that my general average will be fully 10 per cent. more than it would have been without your assistance.

92. Your system was just the thing.

AS TO OUR WORK—Read What Our Students Say Voluntarily.

Opinions—Variety of Expressions.—Continued.

1259. I will state to you frankly that if I had two months more of your instructions, I would have made 95 per cent. sure.

90. Permit me to extend my thanks for the interest and promptness you have shown toward me in the course.

52. Your work helped me a great deal. I know it will make a difference of several per cent. in my marks.

120. I think I did well on all the subjects; thanks to the hints I have received from you.

467. I see the great utility of your Institute, and never will regret my enrollment.

182. I am satisfied I should not have had an average over 65 per cent. had I not received your instructions. (Grade in examination was 88.)

Their Appreciation of Us.

855. I have felt through the entire course a sort of personal interest on your part, which I appreciate.

904. * * * With best wishes for success of Institute and with thanks for your past kindness and attention. * * *

859. I take this opportunity of thanking you for your service in assisting me so faithfully.

764. I would feel like grasping you by the hand and pouring out my gratitude to you for your painstaking care in my behalf. Would like to be able to meet you personally as I know I could make you feel my gratitude in a greater degree than with cold pen and paper, but allow me to express my heartfelt thanks for your assistance.

927. I am under many obligations to you for your good and kind interest in me.

928. I thank you very much for the interest you have taken in my success. I know from talking with others that your instructions helped me very much.

968. I want to thank you for your courteous treatment to me in preparing me for the examination.

843. I must not fail to express my appreciation for the pains you have taken with me.

23. You did all in the Autumn course that I could ask, and really more than I expected, as I had no idea, or very little at most, of the method you would pursue. Allow me to thank you for the personal interest you have taken in me.

40. The last letter to my brother was read with much interest by us both. I intended in my last letter, speaking of the examination, to express appreciation of the interest of the Institute in our behalf, but as I did not will do so now. I feel sure that the Institute has our best interest in view.

Alphonso Hart,
ATTORNEY AT LAW,
AND LATE SOLICITOR OF INTERNAL REVENUE.
RESIDE 1030 N. 10TH ST. WASHINGTON, D. C.
OFFICE 1030 N. 10TH ST. WASHINGTON, D. C.

March 6, 1896.

I have examined the original letters from which the above extracts are taken and know them to be genuine. There are many other letters commending the National Correspondence Institute.

I have known Mr. McKinley, the Manager of the Institute, for many years. He is an honorable and upright gentleman and possesses superior qualifications for the work in which he is engaged. His efforts have been justly attended with success. The Institute, under his charge, cannot fail to be of very great value to those who desire to obtain positions in the classified service of the Government.

Respectfully,



TO THE PUBLIC.

We take great pride in publishing the above certificate from such a distinguished man as the Honorable Alphonso Hart. Aside from being an ex-Lieutenant-Governor of Ohio and an ex-Member of Congress, Mr. Hart's services as late Solicitor of Internal Revenue for the United States brought him in close contact with the Government service in all its branches and gave him a personal knowledge of the requirements of clerks and officials in all capacities. His words should, therefore, have great weight with all who contemplate taking a Civil Service examination.

We Make No Claims, As We Have Results to Show.

MORE EXTRACTS.

Certified to by the Cashier of the National Capital Bank, Washington, D. C.

Early Appointments.

654. The appointment was received just two weeks after I received notice of my standing.

342. Your course has been of great benefit to me. * * * I received my appointment on the 19th instant. (Notified July 1, his name was on the register. Notified of appointment on the 18th.)

Patent Office.

583. I am glad to inform you that I have received an appointment as copyist in the Patent Office of the Interior Department. * * * I was very much surprised to receive an appointment so soon after I received the result of the examination, being only a little over two weeks.

713. * * * I think if it had not been for your instructions I received last Fall, my general average would have been below 70. (Stood at the head of the list.)

Clerk, Customs Service.

746. * * * It is a pleasure to announce my appointment to a clerkship in the Customs Service. I give your instructions a large share of the credit for my success in passing so quickly.

816. * * * I desire again to extend my thanks for the information that I derived through your instructions. I fully realize that I would not have done nearly so well without it.

(Later letter:) I received notice this morning of my appointment to the Railway Mail Service. This is certainly gratifying, and came much sooner than I anticipated—only 28 days since I was notified of my standing. Wishing you much success.

926. I have been appointed. I owe my success entirely to your Institute, as I am satisfied that I would have done nothing without your instruction. I will take great pleasure in recommending you to any one.

Gives us the Credit.

74. I thank you very much for the instructions and advice given me during my work, and if I fail to pass at a grade sufficiently high to secure a position, I will continue the work and make it sure the next time. *Later letter:* I am pleased to be able to say that I was appointed on the 13th instant. I am more than pleased, as I know I owe my appointment to you. (Notified of his grade January 24th, notified of his appointment March 13th.)

329. A raise of 10 at least in this grade is due to your most efficient preparation. (That is what he said in reporting the examination.)

(Later letter:) I received my appointment July 1, 27 days after my name was entered on the register. * * * I should be very ungrateful to neglect an opportunity to thank you again for the very valuable aid which I found in your instructions.

Early Appointments.—Continued.

Another Record.

1704 East Chase Street,

Baltimore, Md., June 5, - '97.

Mr. J. W. McKinley, Manager,

Washington, D. C.

Dear Sir:

I received my average on the 2nd inst. at 5.30 P. M. and on the 3rd. inst. at 4.30 P. M. was at work as clerk in the Baltimore Post Office, having been appointed and sworn in at 10.30 A. M. on the 3rd. inst. seventeen hours after being notified of my standing. My general average is 91.75 which I was only able to receive after the thorough instructions and training I had at your hands.

My appointment was the greatest surprise in my life coming so soon after the average notice. I am positive that had I not taken your course I would still be out in the cold, as your instructions increased my average at least twenty per cent.

I have referred your school and its thorough course of instruction to a good many friends who will take the next examination and I know they will enroll at once when they hear of my good fortune and the part you played in it. It is impossible for me to express my gratitude to you and I will never be able to thank you enough for your help. You may at any time refer any and all people, who doubt your statements, to me and I will do all in my power to dispel their doubts. Thanking you again and again, I remain,

Most respectfully,

Elas Hildebrandt

P. S. I think my appointment is one of the quickest on record.

(Special permission was obtained from Mr. Hildebrandt to reproduce his entire letter over his signature.)

711. My success I attribute mainly to your careful and conscientious preparation.

733. I think your work gave me confidence in myself to do the work and aided me materially in my preparation.

759. I have this day received an appointment as substitute letter carrier in this city thanks to the instructions received from you.

782. I am very thankful for the instructions received from you and know that without them I would not have received the appointment.

820. I owe most of my success to the National Correspondence Institute of Washington, D. C., and ever wishing you much success with much gratitude, I remain, * * *

837. I feel very grateful to you for the kindness in my behalf. I would have failed to pass had it not been for the instruction that I received from you.

We Were the Pioneers—the Originators.

Early Appointments.—Continued.

Pension Office.

134. I received to-day an appointment as Pension Clerk. * * * I feel I owe this to you. * * *

454. I received notice of average on December 11, and notice of appointment January 10—only 30 days afterward. Again I congratulate on the thoroughness of your work. From another letter: * * * If it had not been for your instructions my grade would have been below 60.

525. * * * *I appreciate you.* * * * (Appointed in less than 30 days after being notified of his grade.)

Day Inspector, Customs Service.

879. * * * I led the class in the last examination for day inspector, and have been appointed already. * * *

609. Everyone remarks on my excellent standing and considers me very lucky in securing a place so soon. I think my success due, almost entirely due, to following your instructions to the letter. * * * I have nothing but kindness to say of your school.

708. I received notice of my standing the 1st of January, and an appointment the 21st of January. If I had not taken the course with you I never could have made a grade sufficient to secure an appointment. You are at liberty to refer to me at any time.

725. My appointment came months before I expected anything, three weeks after hearing what my grade was. Thanking you again for the interest shown in my preparation, which I cannot commend too highly.

Railway Mail Service.

856. I am pleased to state that I have received an appointment in the R. M. S. Please state what commission is due for the valuable assistance you gave me, and I will remit as per agreement.

987. I have received appointment as Railway Mail Clerk. I attribute my success to your instructions and wish to express my sincere thanks for the interest you have taken in me.

36. I am confident that my grades will be much better than they would have been without your instructions. Should I fail to get an appointment the fault would be entirely with me. (Waited only six weeks for his appointment.)

Letter Carrier.

915. I received my appointment as letter carrier, Saturday, will report in the morning, thanks to your coaching.

952. I respectfully notify you of my appointment as letter carrier. You will oblige me by sending your bill against me, which I shall take pleasure to promptly pay in the stipulated time.

1005. I received my appointment as regular carrier the 1st of September. I shall always feel grateful to you for the help you gave me before the examination. I consider what I have paid you for tuition the best investment I ever made.

1063. I beg to state that never before in my life have I paid a debt more cheerfully than in this instance. I shall take pains in recommending your system to all my friends.

Early Appointments.—Continued.

Here is a Contrast.—Night Inspector, Customs Service.

296. I would also state that I am fully convinced had it not been for the course of instructions I took from you, I could not have been successful, for that not only instructed but gave me confidence in myself. (The writer of the above on a previous examination of the same kind made a *failure*, his grade being only 55. After taking our course he made 89, and was appointed Night Inspector in the New York custom-house *within three weeks* from the time his name was entered on the Register of Eligibles.)

872. My average of 90.26 I thought was very good and I know I could never have gotten it had it not been for your instructions. Please accept my thanks for same. (Stood at the head of list from his State and was appointed within six weeks.)

922. I have had the satisfaction of receiving most gratifying results which without your kind advice, patience and most thorough instructions, I never could have obtained. I have recently persuaded two of my friends to enroll with you and enter next fall examination. (Stood at the head of the New York list of eligibles and was appointed within a few weeks.)

Pleasant Surprises.

196. If I go through all right I owe my success to the National Correspondence Institute, and if I fail to get a position I am well repaid for the money I have spent, for I have learned lots that will be of use to me. If there is anything I can do for you at any time I shall be glad to do it, for I have received valuable help and shall remember it.

(He wrote the above after taking the examination. The following was notifying us that he had received his appointment:) * * * The appointment came so soon after the examination—about two months before I expected anything.

19. (Received February 7, 1895:) * * * It gives me great pleasure to inform you that I have just been appointed. Did not expect anything before next September or October.

One of the Highest Grades Ever Made in an Examination.

353. I really feel that any success I may have had in the examination is attributable to your aid. Without your lead I could not possibly have followed the proper course. While I prefer not to have my name appear publicly in connection with a recommendation, I will gladly reply at any time to any one whom you might wish to refer to me, and will not hesitate to personally recommend you to any whom I chance to meet who contemplate the Government service. Any intelligent person who will study as directed by you can not fail to stand high. (The writer of the above made a *general average* of 97.45 in the last R. M. S. examination. He headed the list from his State and was appointed within a few weeks.)

Best Investment Ever Made.

628. Am in receipt of your letter of the 13th instant and in reply would most respectfully state that I received notification of appointment upon the 14th instant, and received final appointment to-day, making in all 15 days from the date which the averages of the various competitors were made known. Realizing now the value of your course of instructions, I can consider the small sum of \$10 the best investment which I ever made. * * * Should I ever be able to increase your list of students, I shall not fail to do so.

Our \$100 Offer on Page 28 Will Interest You.

Early Appointments.—Continued.

Can Give His Name.

1070. I know I could not have done so well without the assistance I received from you, and feel well paid for amount it cost me and the work I did to prepare for it. You are at liberty to use my name as reference at any time and will gladly reply to any personal inquiries made.

206. I received appointment 45 days after my name was placed on the list, which I owe to your excellent system of study.

225. Was appointed three weeks after receiving my marks; have been at work most of the time since.

249. I have been selected for appointment. I did not expect it so soon and must say that I know not how to express my thanks to you.

Surprised to Get an Appointment so Soon.

302. I was somewhat surprised to get an appointment so soon. I give all the credit to the National Correspondence Institute for without your help I know I would have failed in the examination.

315. I took the examination and passed at a very high grade, being second on the list of eligibles from my State. I received my appointment a few weeks after being notified of my grade.

430. Having been appointed Letter Carrier and knowing that I could never have attained the standing I did without your aid, I desire to express my gratitude. I thank you a hundred times, and any one you wish to refer to me I will cheerfully correspond with.

449. I received a notice from the Civil Service Commission stating that the names of no persons were on the register of the same state and examination with myself with higher standing, that I was the first to be certified for appointment. On the 18th of February, 1896, was notified of my appointment as substitute clerk.

572. I feel that without your careful course of instruction I would have stood much lower than I did and probably would not have secured a position at all, while as it was it came remarkably soon, only a month after I was put upon the eligible list. If you should ever want a testimonial in regard to your work in this State I shall be most happy to write a personal letter at your direction though I should prefer that my name should not appear in public. Wishing your every success, * * *

A College Education Not Sufficient.

210. Although I have had the benefit of a college education, yet I am sure that my grade would have been little above the passing point if it had not been for your valuable training.

Limited List.

What Two Enrolled on the Limited Plan Have to Say of Some Information and Advice We Gave Them—Had Taken the Examination before Enrolling. (See Application Blank.)

500. I am much pleased with this report, in fact I regard this as worth considerable as valuable information in these examinations. I certainly am glad I enrolled with you.

676. Received my appointment to the R. M. S. to-day, thanks to your information; I was expecting something of the kind.

A Group Appointed to the Railway Mail Service.

They Represent the Following States: N. Y., Pa., Ohio, Mich., Cal., Va. and Ga.

577. The examination was easy, and I know that the instructions I received from you made it so.

151. My standing was undoubtedly raised 10 per cent. by receiving your thorough course of instructions, and considering the small sum required for becoming a member of your Institute, it was the best investment I ever made. I shall take pleasure in recommending your plan of instruction to any one contemplating taking an examination.

101. You deserve the credit since your instructions were just the thing to "get a fellow there." Without it I had better stayed at home.

322. I received my appointment on November 16, for railway mail clerk. Many thanks for your help as it increased my percentage a great deal.

178. I am very much pleased with the plan of instruction pursued by the National Correspondence Institute. I will take pleasure in recommending it to persons contemplating taking the examination. I believe those who fail to take your course will "not be in it" alongside of those who take it.

280. I did well at card reading, thanks to your system. I know that your course helped me a great deal.

766. I have received my appointment. * * * I owe this good luck entirely to the instruction I received from your Institute. Without your assistance, I would have failed to pass the examination, and right here I desire to thank you for the interest shown in my case. If at any time I can serve you I am yours to command.

How Our Work Is Appreciated.

1195. I am greatly pleased with your promptness and am satisfied already with my investment.

1064. Your Special No. 2 (instructions about selecting an examination) is worth the enrollment fee to anyone possessing clear judgment.

1048. I only wish I had known of your grand school long ago.

960. I know from experience that you can and do just what you claim.

1202. I am well satisfied that your school is a good one and that if a person attends to his studies as faithfully as you have to me, he cannot but be successful.

892. I like your plan of instructions and am perfectly charmed with it. I confess that it is worth many a ten dollars to anybody who intends to enter the C. S. examination.

1229. I am delighted with this kind of work; it is fascinating.

1284. I would not have missed your instructions for twice the amount of enrollment.

1135. I write you this letter thanking you for the instructions I received from your Institute. I am satisfied that I would have known merely nothing compared with what I have learned through your training.

993. Thanks to the latest instructions from you, without which I would have made a perfect failure on the 7th subject.

We Give Extracts From Voluntary Compliments and Prove Them.

Instructions and Drill Alone Worth the Fee.

762. I will never regret having taken the course even if I fail to get an appointment.

1376. I am well pleased with your method and feel that I shall get the worth of my money even if I should not get an appointment.

97. If I do not pass the examination I feel as though I have gotten my money's worth out of the drill and review.

840. You have been of great assistance to me and no matter what my average, I feel that my instruction has done me great good.

386. Thanks for the information you have given me. I am satisfied that I have gotten \$10 worth of information if I never get a position.

376. I feel that I have not lost my money. Your instructions and drill are worth the price of the Enrollment Fee in themselves alone, to say nothing of their value to any one about to take an examination of this kind. The only thing that I regret is that I did not know of you sooner.

775. I can not find words to express my gratitude for favors received. I wish I had been drilled in such a manner years ago.

60. I must say that I am very well satisfied with the course of instructions which you gave, and know that no one can regret the amount paid you for the work received. I am already satisfied that I have received my \$10 worth, even if I do not receive another bit of work from you.

603. I find I have forgotten a great deal of what I learned at school, and this work will do me good if I never get a position.

115. In the long run this is the best investment I have ever made, and if any one would place \$1,000 on top of the \$10 I have paid you, and offer me my choice between it and the help I gained by your instruction, I'd take the help gained every time. It not only helped me get through the examination, but helped me to do it more perfectly, and I have not enough words at my command to thank you for your help.

Head the Lists.

805. Enclosed find newspaper clipping which shows that I head the list. This was due to you. Had I not had your instructions I would not have passed.

Not "Bad" Averages Either.

308. Your work helped me a great deal. I thank you very much for the advice and instructions received from you. My general average was 95.11, which was better than I expected. (Highest on the list from one of the largest Western States.)

179. My general average (92.61), is above my expectations and I am much pleased with it. (Highest on the list from one of the largest Southern States.)

Heads a List of More Than 100 Eligibles Who "Expect" Appointment as Day Inspector in one of the Largest Custom Houses.

299. I am sure that your thorough training was of very great benefit to me, and I hope for appointment soon. (He is sure of appointment.)

Special Examinations.

Stenography and Typewriting.

190. The examination in Stenography and Typewriting abounded in technical difficulties, and I do not see how any typewriter could make a very high standing in it unless he had days and days of drilling in this particular class of work, as it is something the general run of operators never meet with in their regular work. I have had nine years practical experience as stenographer and typewriter, in mercantile and law offices, and have never seen any such typewriting work outside of the U. S. Civil Service examination. (Has since been appointed as Stenographer and Typewriter in the War Department.)

Bookkeeping.

275. Your instruction in bookkeeping saved me. Although I had office experience and a course in the leading business college in the United States, I must confess that I would not have been in Washington had it not been for you.

Hundreds Like These.

586. You certainly were of great help to me.

1160. Copying was one of the same subjects you gave me.

906. You helped me a great deal, especially in the matter of letter-writing. Got an average in that way above my expectations.

125. I do not feel as if I would ever attempt such an examination without the Institute's instructions.

27. * * * I followed your instructions precisely, and found that I solved some in just that way. *Thanks, very much.*

59. I was struck with the similarity of the examination and the work you sent me. I am thankful to you for your instructions and the many pointers I have received from you.

22. I thank you for your assistance. I appreciate it.

33. I think I did well in all the subjects; thanks to the hints I have received from you.

5. I am well pleased with the instructions I have received.

397. I place everything which I answered correctly to the credit of your Institute, for without your information and drills I would have done nothing.

The National Capital Bank,
Washington, D. C.

A. E. HERRILL, PRESIDENT T. W. SMITH, VICE PRES.
H. H. MCKEE, CASHIER

I have compared the above extracts with the letters from which they were taken and find the same to be genuine and accurately quoted.



Cashier.

Mr. Harry H. McKee is the cashier of the National Capital Bank, and one of Washington's representative business men. His *fac-simile* certificate is reproduced above.

See Our \$100 Offer on Page 28.

From the Washington Press.

(Evening Star.)

Correspondence education is a field that is being rapidly filled. All educational branches are being as successfully taught by mail as in the colleges. To many this may be news, but it is not an experiment, as it has been in existence in this country for the past twenty years. Our city, which we proudly call the political and educational center of the Nation, has not been behind in this, as the National Correspondence Institute, with its corps of specialists, has been furnishing to the homes of the young men and women instruction which they possibly could never have obtained in any other way.

(The National Democrat.)

The National Correspondence Institute of this city is meeting with deserved success. Ably managed, and conscientiously conducted, by a faculty of our best educators, it is in the front rank of correspondence schools. The departments of business, and shorthand and typewriting are not new, but the department of Civil Service Examinations is original with the Institute. There are many deserving young persons throughout the country who know nothing of this opportunity to get into the Government service without political influence, as they have no idea of the regulations of the Civil Service Commission. The work of the Institute is valuable to such, as many of them could no doubt secure good paying appointments of the hundreds yearly made, if they only knew the proper procedure and had some preliminary training.

(The Capital.)

The National Correspondence Institute of this city is one of the best in the country. The instructors are all specialists in their respective branches and of high standing in educational circles.

(Morning Post.)

The National Correspondence Institute of this city offers a striking example of what is being done by correspondence in an educational line. A few years ago such a thing was almost unheard of, although it had its origin in this country in 1873. At first it was confined to courses of reading, and no attempt was made to give instruction. Of recent years correspondence schools of law, languages, sciences, business, shorthand, and in fact, the teaching of all subjects of an educational nature, has met with flattering results, and thousands of young men and women have received an education at home that otherwise would have been beyond their reach.

(The Republic.)

The National Correspondence Institute of this city is one of the best correspondence schools in the country. It is managed and operated by a corps of our best educators and citizens. The department of Civil Service Examinations is strictly original and the only one of the kind in existence.

Citizens of every State are eligible to appointment in the Government service, and those who get special instructions to assist them to make high grades, which insure appointment, are indeed fortunate. Mr. J. W. McKinley, the manager, is particularly well qualified to discharge his duties. His experience as an instructor, together with his thorough knowledge of the Government service and the rules of the Civil Service Commission, give him advantage in this work that few persons, if any, possess. The Institute has been meeting with marked success.

We are Endorsed by the Religious and Educational Press of the Country, and the Press at Home.



Much has been said about extending the sphere of higher education by means of correspondence. It has the endorsement of the best educators and has been found to work admirably in practice. The representative of "The Inland," while in Washington on a recent visit, called at one of these institutions, the National Correspondence Institute, which is the oldest of its class and the first to prepare applicants for the Civil Service Examinations for Government positions. He found this Institute thoroughly reliable, endorsed by the most trustworthy and intelligent people, doing a large and legitimate business, working on scientific and systematic lines and giving entire satisfaction to all its patrons. From his investigation of its work and its methods, he can heartily recommend it to those wishing to take a high grade in the Civil Service Examination, the only way to secure a Government position.—*Inland* (Illustrated Christian Endeavor monthly), St. Louis, Mo.

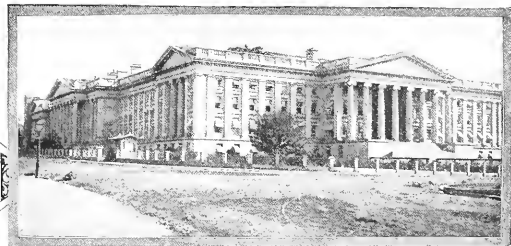
* * * It has been truthfully said that "confidence is a plant of slow growth." The National Correspondence Institute, Washington, D. C., has made this growth and now ranks among the best in the country for trustworthiness and reliability.—*Advance* (Congregational), Chicago.

* * * For five years the National Correspondence Institute, Washington, D. C., has been before the public and made for itself a high character for square and honest dealings with its correspondents.—*Epworth Herald*, Chicago, Ill.

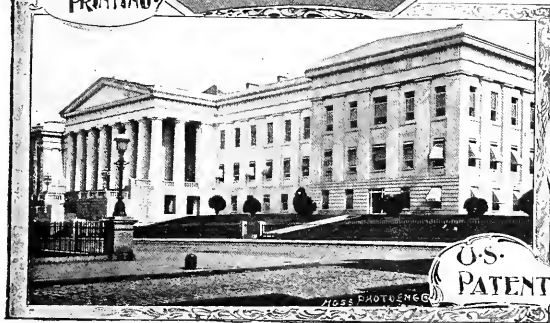
See "About Testimonials" (Page 27.) We Give None.



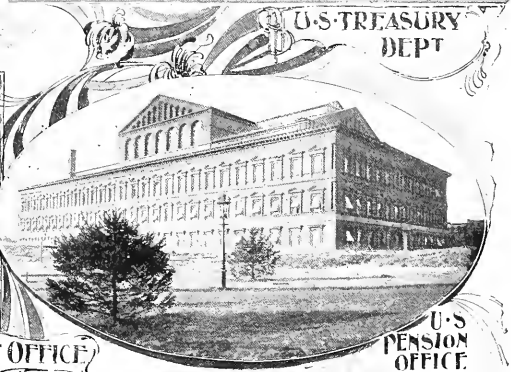
BUREAU
OF ENGRAVING &
PRINTING.



U.S. TREASURY
DEPT



U.S.
PATENT OFFICE



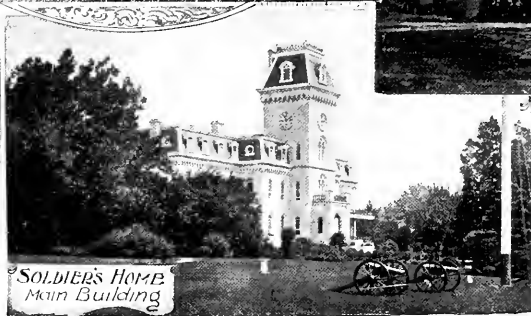
U.S.
PENSION
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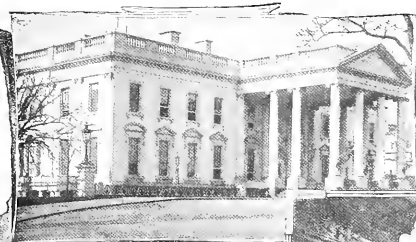
MOUNT
VERNON



ARLINGTON
Formerly home of
GENERAL LEE.

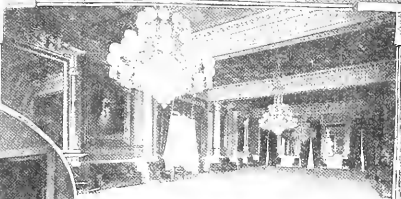
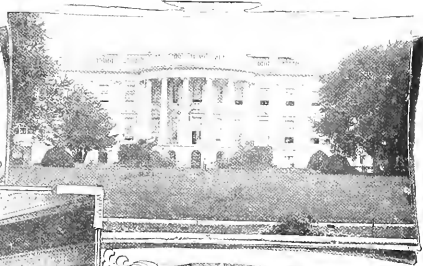


SOLDIER'S HOME
Main Building

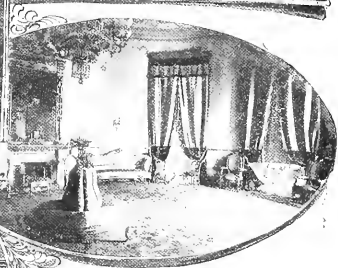


WHITE HOUSE North Front

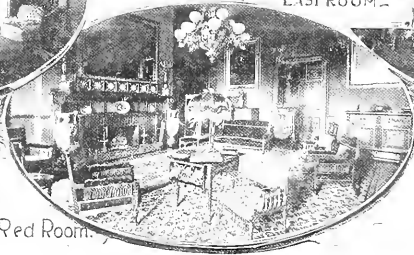
WHITE
HOUSE
South
Front



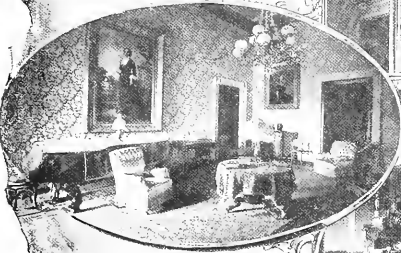
EAST ROOM



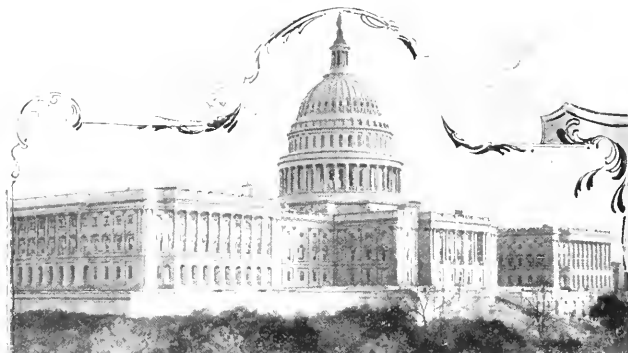
Blue Room.



Red Room.



Green Room.



U.S. CAPITOL
WEST FRONT



U.S. CAPITOL.
EAST FRONT

